



ARTS PROJECT GRANT PROGRAM APPLICATION

APPLICANT INFORMATION

1. Applicant name _____
Address _____
Zip code _____ Phone number(s) _____
Email _____
Web address _____
Applicant's Federal Identification or Social Security Number: _____

PROJECT DESCRIPTION

Please, consult the evaluation criteria outlined in the guidelines.

1. Provide a brief descriptive title for the project: _____
Project director or contact person for this project/activity _____
Daytime telephone number: _____
Email address: _____
Project/activity dates: Beginning date _____ Ending date _____
2. Total project cost: \$ _____
Amount requested (Reminder: Arts Project Grants will **not** cover 100% of project costs): \$ _____
The Arts Project Grant program has a matching fund requirement. Funding requests should include at least a 1:1 match.
(For example: a \$2,000 project would have a \$1,000 grant request and at least \$1,000 match from the applicant.) In-kind support for the applicant's match portion is capped at 50% of the matching funds.
3. Provide a one-paragraph narrative that summarizes your proposed project. (Limit answer to 75 words or fewer.)

Admission charges, if any: _____

Are the facilities, programs, performances and exhibitions accessible to persons with disabilities as defined in the Americans with Disabilities Act?

Yes _____ No _____

What is the capacity of the venue? (if applicable) _____

4. Describe how your organization will utilize Arts Project Grant Program funding for your proposed project. (Limit answer to 75 words or fewer.)

5. Describe the primary artists, persons and/or groups involved in the implementation of the project or activity and explain their roles. (Limit answer to 150 words or fewer.)

6. How will your proposed project demonstrate artistic quality? Please, address the criteria listed in the guidelines. (Limit answer to 150 words or fewer.)

7. How will your proposed project impact the community? Please, address the criteria listed in the guidelines, and be sure to include both the expected number of people to benefit from your proposed project, and specifically how they will benefit. Who is your target audience, and what is the relevance or importance of this project to the community? (Limit answer to 150 words or fewer.)

8. Please, explain how the project will be successfully carried out, including your organization's demonstrated capacity to provide successful programming. (Limit answer to 50 words or fewer.)

9. Outline the timeline for completion of the proposed project.

10. Please, explain your plans to publicize the project. (Limit answer to 50 words or fewer.)

11. Explain any evaluation methods or measures that will be employed. (Limit answer to 50 words or fewer.)

12. If this project has been done before, have any changes or improvements been made? (Limit answer to 50 words or fewer.)

13. If this is a new project, provide evidence your organization has the capacity to make it successful. (Limit answer to 50 words or fewer.)

FINANCIAL INFORMATION

1. CITY OF BLOOMINGTON SUPPORT. List cash or in-kind funding received by the applicant from the City of Bloomington during the past three years.

YEAR	GRANTING PROGRAM	CASH/IN-KIND	PURPOSE/PROJECT	AMOUNT
				\$
				\$
				\$

2. ACTIVITY BUDGET

INCOME SUMMARY

Provide a budget income summary for your proposed activity.

NOTE: The Arts Project Grant program has a matching fund requirement. Funding requests should include at least a 1:1 match. (For example a \$2,000 project would have a \$1,000 grant request and a \$1,000 match from the applicant.) In-kind support for the match is capped at 50% of the matching funds (in the previous example the in-kind support would be capped at \$500.)

REVENUE

1. Admissions	\$
2. Contracted Services	\$
3. Other Revenue	\$

DONATIONS & GRANTS

4. Corporate support	\$
5. Foundation support	\$
6. Other private support	\$
7. Government support	\$
7a. Federal	\$
7b. State	\$

OTHER INCOME

8. Applicant cash	\$
9. Other (specify)	\$

INCOME TOTALS

10. Total cash income (add lines 1-9)	\$
11. Total in-kind contributions	\$
12. Arts Project Grant Fund Request	\$
TOTAL PROJECT INCOME (add lines 10-12)	\$

EXPENSE SUMMARY

Provide a budget expense summary for your proposed activity.

EXPENSE CATEGORY

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10. Total in-kind expenses	\$
TOTAL PROJECT EXPENDITURES (add lines 1-10)	\$

ASSURANCES

The Primary Applicant assures The City of Bloomington Arts Commission that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the Primary Applicant.
2. The filing of this application has been duly authorized as appropriate by the governing body of the Applicant organization.
3. The Applicant will expend funds received as a result of this application solely for the described project or program.
4. Submission of this application signifies intention of compliance with Title VI of the Civil Rights Act of 1964, Labor Standards under Section 5(1) of the National Foundation of the Arts and Humanities Act of 1965, the Rehabilitation Act of 1973, Title III of the Age Discrimination Act of 1975, Title IX of the Education Amendments, the Americans with Disabilities Act and the Civil Rights Act of 1991, and all other applicable federal, state and local laws.

Applicant's Primary Contact

Date

Signed by _____

Printed Name _____

Title _____

Applicant's Chief Fiscal Official

Date

Signed by _____

Printed Name _____

Title _____

Director for this project/activity

Date

(if different from primary contact)

Signed by _____

Printed Name _____

Title _____

Submission of a signed grant application means acceptance of responsibility for having read and understood the information in these guidelines, and compliance with all rules, regulations, laws, terms and conditions described in this document.

Application Deadline is 5:00 p.m. on either April 1 or October 1.

Completed applications should be submitted to:

Miah Michaelsen

Assistant Economic Development Director for the Arts

401 N. Morton St., Suite 130

Bloomington, IN 47404

michaelm@bloomington.in.gov

Applications and the required supplemental materials may be submitted **in person**, through **regular mail**, or via **e-mail** by 5:00 p.m. of the appropriate Project Period deadline (April 1 or October 1). If submitting in person or through regular mail, submit the **original** application only (no copies are necessary).